

Commonwealth of Virginia Child Care Subsidy Program Vendor Agreements

Read the entire document prior to signing and returning your document electronically or by mail. This Agreement must be signed and received by the Virginia Department of Social Services (VDSS) prior to May 15, 2019, for a child care facility to continue to receive payments through the Child Care Subsidy Program. The new Agreements will become effective upon the date of the electronic or faxed signature.

KNOW WHAT YOU ARE SIGNING

There have been several changes to the Vendor Agreement, so it is important that you become familiar with the new Agreement. Changes include, but are not limited to:

- Vendors must submit manual attendance forms within 30 days of the end of the service period. This is a change from the 60 days currently allowed for submission of manual attendance. The Vendor forfeits payment for services if the original signed/dated Vendor Attendance Report is not received by VDSS within 30 days of the end of the service period that is being reported.
- Payments from VDSS can be reduced, depleted, or delayed to satisfy a federal or state payment intercept requirement when a tax intercept notice is received from the Internal Revenue Service or the Virginia Department of Taxation. In some cases this may delay any remaining payment by up to 10 business days from the anticipated deposit date.
- In addition to a W-9 form, Vendors must also provide a copy of their social security card or a copy of the IRS 147 C Notification or SS4 Form associated with the entity's tax filing status when applying to become a Child Care Subsidy Vendor; whenever the entity name, address, or filing status changes; and whenever requested by VDSS.
- A backup withholding of 24% of a Vendor's payment, as required by the Internal Revenue Service, will be withheld when an incorrect or unverifiable Vendor name and/or tax identification number is provided to VDSS.
- **The Vendor or their designee and all staff who work directly with children must complete the Virginia Health and Safety Update Training course each year. Please refer to the flyer attached to this email for additional information on the Update Training course.**
- The VDDS Division of Child Care and Early Childhood Development Vendor phone number is (833) 551-7794.
- Inspection requirements for the Child Care Subsidy Program can be found at:
http://dss.virginia.gov/family/cc/approved_subsidy_vendors.cgi.